

Submitter Information—Step by Step Guide

This section walks you through adding submitter information in the eNC3 and Information Reporting application. The Submitter Information screen includes the tax year, your name, company name, and contact information.

- [Watch a video tutorial](#)

NCDOR | NORTH CAROLINA DEPARTMENT OF REVENUE

Trouble with this page? Click [here](#) for help.

Submitter Information

Tax Year
2017 ▼

Submitter Name *

Submitter Company Name *

☐ Address outside United States?
Submitter Company Street Address *

Submitter Company City *

Submitter Company State *
NC ▼

Submitter Company ZIP Code *

Submitter Title *

Submitter Phone Number *

Submitter Email Address *

Verify Email Address *

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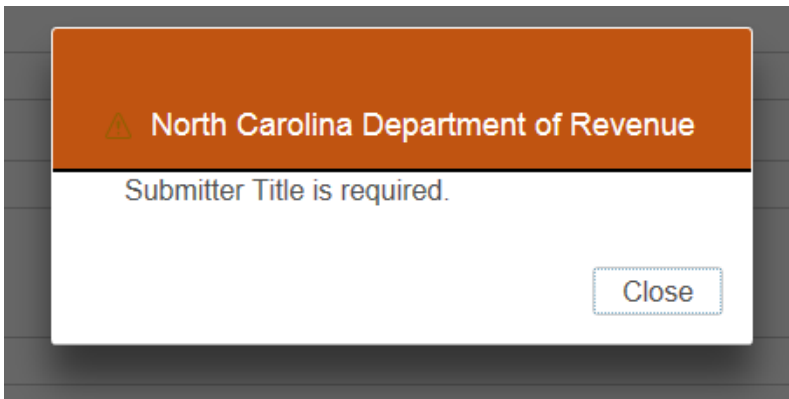
Step 1. Select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

Submitter Name *


Note: The submitter is the individual entering the information in the application. This should be the person we should contact if there is an issue with your submission. If you are filing for a client, do not enter the client's information here. If you don't complete a required field, it will be highlighted in red.

Submitter Title *


- If you leave a field empty or enter an invalid phone number or email address, you will see an error message when you click the Next button.



- The Submitter **Email Address** and **Verify Email Address** fields must match to continue

Submitter Email Address * 

Verify Email Address *

Submitter Email Address * 

Verify Email Address *

Step 2: Once you've enter all the required information, click **Next** to continue to the [Submission](#) screen.

Tax Year

2017

Submitter Name *

Jane Doe

Submitter Company Name *

Company XYZ

☐ Address outside United States?

Submitter Company Street Address *

Nowhere Lane

Submitter Company City *

Raleigh

Submitter Company State *

NC

Submitter Company ZIP Code *

27604

Submitter Title *

Specialist 1

Submitter Phone Number *

(111) 111-1111

Submitter Email Address *

janedoe@companyxyz.com

Verify Email Address *

janedoe@companyxyz.com

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Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)